

Post and Review a Corporate Payment (Cashier)

Purpose: Use this document as a reference for entering a corporate payment in ctcLink.

Audience: Bursar and FA Program Coordinator.

 You must have at least one of these local college managed security roles:

- ZZ SF Cashiering
- ZD_DS_QRY_STUDENT_FINANCE
- ZZ SF Charges and Payments
- ZD_DS_QRY_SF_BANK_HIGHSSENS
- ZD_DS_QRY_STUDENT_FINANCE

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Post a Corporate Payment (Cashier)

Navigation: Student Financials > Cashiering > Post Corporate Payments

1. The Corporate Payments search page displays.
2. Enter or select the:
 - A. **Business Unit.**
 - B. **Cashier's Office.**
 - C. **External Org ID.**
 - Leave the **Receipt Number** as the defaulted value; ctcLink will auto-assign a receipt number.
3. Select the Add button and the Corporate Payments page displays.
4. *Optional:* Enter the **Reference Number**.
5. In the **Target Detail** section, enter or search for the:
 - A. **Target.**
 - B. **Term.**
 - C. **Amount.**
6. In the **Tender Detail** section, enter or search for the:
 - A. **Tender.**
 - Note: The **Target** and **Tender** should match.

B. Amount.

7. Select either **Select Charges to Pay** link OR **Select Students to Pay** link.
 - A. Select the **Select Charges to Pay** link and the Select Charges to Pay page displays.
 - I. Enter the **Pay Amount** for each charge to be paid.
 - II. Select the **OK** button and the Corporate Payments page displays.
 - B. Select the **Select Students to Pay** link and the Select Students to Pay page displays.
 - A. Enter the Student **ID**.
 - B. Enter or search for the **Pay Term**.
 - C. Select the **Add a New Row [+]** button to add additional student(s).
 - D. Select the **OK** button and the Corporate Payments page displays.
8. Select the **Create and Print Receipt** button and the Corporate Payment Receipt displays.
 - A .pdf of the receipt is viewed on the screen for printing or saving depending on local process. Close the .pdf to return to the **Student Payments** page.
9. The **Create Receipt** button becomes the **Print Receipt** button for additional print options depending upon local printing setup.
10. To create a new corporate payment, select the **New Transaction** button to return to the Corporate Payments search page or select the **Corporate Account** link.
11. Process complete.

Grays Harbor College
Grays Harbor College
1620 Edward P Smith Drive
Aberdeen
Washington
98520-7500

Corporate Payment Receipt

Transaction Date: Jul 3, 2023 15:34:54
Receipt No: 2327 Posted
Organization: WA Pac Mountain
Office: Main ID: 203041422
Cashier: CTC_ARISK Register: EXMPL

Item	Term	Amount
EFT	SPRING 2023	7,000.00 USD
Total Tax Included		0.00 USD
Subtotal		7,000.00 USD

Less Payments

Tender	Check #/Credit Card	Amount
EFT		7,000.00 USD
Total Tendered		7,000.00 USD
Change Due		0.00 USD

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Post a Corporate Payment \(Cashier\)](#). This link will open in a new tab/window.

Review a Corporate Payment (Cashier)

 You must have at least one of these local college managed security roles:

- ZZ SF Cashiering

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > Cashiering > Review Corporate Payments

1. The Review Corporate Payments search page displays.
2. Enter the **Business Unit**.
3. Enter the **Receipt Number**.
4. Select the **Search** button and the Receipt Detail page displays.
 - Alternately, you can leave the Receipt Number field blank. Select the Search button and you can scroll through the Search Results to select the cashier's User ID to review transactions processed by that cashier.
5. Notice the **Receipt Status** is "Posted."
6. Select the Print Receipt button to generates the .pdf file that you can print.
7. Process complete.

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